



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

November 14, 2008

Hank Brys, Owner
Brys Architectural Metal and Glass
6000 Midway Street, Suite 600
Sacramento, CA 95828

Dear Mr. Brys :

RE: **FINAL MONITORING VISIT REPORT** for Brys Architectural Metal and Glass – **ET08-00202**

Date of the Visit:	09/11/08
Beginning/Ending Time:	1030 - 1145
Date of Last Visit:	09/18/07
Visit Location:	Brys Architectural Metal and Glass, 6000 Midway Street, Suite 600
Persons in attendance:	Contractor representative: Monica Funk, Office Manager and Kerri Muraki, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	08/27/07 – 085/26/08	Agreement Amount:	\$17,680
Training Start Date:	00/00/00	No. to Retain:	8
Date Training must be Completed:	05/25/08	Range of Hours:	8-100
Type of Trainee:	Retrainee	Weighted Ave. Hours:	85

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• ***HISTORY OF AGREEMENT CHANGES***

The Agreement was executed on 08/27/07. There was no training hours recorded for this contract.

• ***INTERVIEW WITH THE SIGNATORY Designee, Monica Funk, Office Manager***

Discussion was mainly on change of administration and staff turnover. Training was not tracked during nor after the original contractor administrator left the company.

The company did not have completed rosters and did not formally track training, therefore no reimbursement will be available to this contractor.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

No trainees are enrolled nor training hours tracked.

ATTENDANCE ROSTERS:

No roster were available for review

SUBAGREEMENTS:

None

INVOICES:

None

LOCATION OF TRAINING:

N/A

AUDIT:

Brys Glass will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment

- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

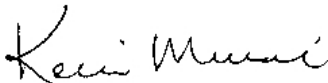
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this Final Visit Report, please contact Kerri Muraki at 916-327-5677 or kmuraki@etp.ca.gov within ten(10) working days upon receipt of this document.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Kerri Muraki, Contract Analyst
Sacramento Regional Office

cc: Brian McMahon, Executive Director
Amber Luiz, Assistant Director (for Small Business Projects only)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor **